

## S-TEAM CAMPUS DOCUMENTS

Campus: \_\_\_\_\_

S-TEAM Leader: \_\_\_\_\_

These documents are to be processed and submitted to Tech Prep RGV on the dates indicated. This form is intended as a Principal's information sheet—and also as a checklist so that campus leadership can keep track of due dates to be sure requirements are completed on a timely basis.

Check [✓] As Done	Item	Responsible Party	Notes
	Appointment of Support Team (S-TEAM) Leader and S-TEAM Members	Principal and S-TEAM Leader	<p><b>DUE DATE: October 12, 2010</b> S-TEAM Leader may be same person as last year, or may be a different person. Leader should be someone who has time to complete all requirements.</p> <p>S-TEAM Members include:            * Principal or Assistant Principal            * One or two counselors (preferably both academic and CTE)            * Teachers from four core subject areas (English, math, science, social studies)            * One or more CTE teachers            * One or more students            * One or more community volunteers—parent/employer</p>
	S-TEAM Leader's Contract	Principal and/or S-TEAM Leader	<p><b>DUE DATE: October 12, 2010, or as soon thereafter as possible</b>  <b>(Attachment B describes S-TEAM Leader's duties both during and after regular working hours; Attachment B must be signed by both Principal and S-TEAM Leader)</b></p>
	Submit campus plan	Principal and/or S-TEAM Leader	<p><b>DUE DATE: October 12, 2010, or as soon thereafter as possible</b></p>
	Conduct activities on campus in accordance with campus plan	S-TEAM Leader under authority of campus Principal	S-TEAM Leader convenes meetings, under authority of campus principal; meeting dates are as set in campus plan
	Submit progress reports on dates they're due	S-TEAM leader under authority of campus Principal	<p>Reports and due dates:            Interim Success Indicators Report  <b>DUE DATE: December 3, 2010</b></p> <p>Final Success Indicators Report  <b>DUE DATE: April 22, 2011</b></p> <p>Best Practices Report (must be agreed upon by S-TEAM members)  <b>DUE DATE: April 22, 2011</b></p>
	Submit Authorization for Payment	S-TEAM Leader	<p>This document authorizes us to pay both the S-TEAM Leader and the campus (campus receives \$1, 000 for completing campus plan); documentation includes copies of agendas, sign-in-sheets, and evaluations</p> <p><b>DUE DATE: May 6, 2011</b></p>